



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

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### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.13	<b>Payroll Processing</b>	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 11/16/2016	Authorized: William Stephens, Director	

#### 101.13.01 Purpose

To establish policies and procedures for the completion and submission of payroll timesheets for uniformed field personnel.

#### 101.13.02 Policy

1. The employee timesheet shall be complete and accurate to the best of the employee's knowledge. Submitted timesheets claiming hours not worked (with the exception of approved swaps) will be considered fraudulent.
2. Timesheets must be original and signed by the employee prior to submission.
3. Timesheets can only be completed by the employee.
4. Timesheets are to be turned into the Medical Duty Officer (MDO)/on-duty supervisor or placed in the outgoing mailbox for pick up on the last day of the pay period that the employee works. If the employee has planned leave, then it should be completed and submitted ahead of time.
5. Once the supervisors collect the timesheets they will reconcile their shift to ensure they have received their personnel's timesheet using the *Shift Reconciliation Form*.
6. The supervisor will submit their completed payroll to the Operations Captain by 1700 hours the first Tuesday of the pay period. Payroll submitted after this will be considered late.
7. Overtime or leave requests may not be credited to the employee's current paycheck if the appropriate forms are not completed, signed and submitted with the employee's timesheet or are submitted tardy.
8. All questions or concerns regarding timesheet submission and pay should be addressed through the employee's chain of command and not through the Pay Roll Division.

#### 101.13.03 Procedure

1. A timesheet will be completed by the employee at the close of every pay period.
2. The timesheet is filled out, signed by the employee and all necessary forms (OT, leave, training requests) are attached. The timesheet is then placed in the outgoing mail or handed to the MDO/on-duty supervisor.
3. The timesheet is then delivered to the employee's supervisor. The supervisor will review the timesheet for accuracy and attach all other forms that have been collected for the current pay period.



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4. The supervisor will reconcile their shift using the *Shift Reconciliation Form*. They will ensure they have received all the timesheets from their shift, they are signed and filled out correctly. All forms, such as swaps, overtime, leave, training requests should be present and attached. If the supervisor is missing any of the above items they will make contact with the employee and document what the outcome is.
5. The supervisor will complete the *Employee Payroll Report Form* which documents any leave, overtime or other alternate productive hours the employee worked during the pay period.
6. The timesheets will then be turned into the Operations Captain for final reconciliation and processing.
7. The Operations Chief will review and approve payroll prior to final submission to the Payroll Division.